

COMMON UNIT MISTAKES EFFECTIVE 8 FEB 2010

STUDENT APPLICATION

- ☐ UNIT THROUGH INFORMATION NOT FILLED OUT CORRECTLY OR LEFT BLANK.
- ☐ POINT OF CONTACT INFORMATION LEFT BLANK OR INCORRECT
- ☐ UNIT NOT FILLED OUT
- ☐ SOLDIER NAME DOES NOT MATCH NAME ON ERB (Married, Divorced etc)
- ☐ REMARKS SECTION IS LEFT BLANK OR NOT FILLED OUT CORRECTLY
- ☐ MISSING CSM SIGNATURES

PRE-EXECUTION CHECKLIST

- ☐ WRONG PEC UTILIZED NOT DATED July 2009
- ☐ LEADER/ SOLDIERS INITIALS MISSING
- ☐ UNIT POC LIST MISSING CDR/1SG WORK PHONE NUMBERS
- ☐ SOLDIER DATA/PULHES LEFT BLANK OR DOES NOT MATCH ERB
- ☐ COMMANDERS NOT PLACING COMPLETE PRINTED SIGNATURE BLOCK ABOVE SIGNATURES
- ☐ ASSUMPTION OF COMMAND ORDERS, NOT SIGNED BY O-5 FOR PERSONNEL SIGNING FOR THE COMMANDER.

ERB

- ☐ OLDER THAN 30 DAYS PRIOR TO START OF CLASS
- ☐ REENLISTMENT ELIGIBILITY CODE MISSING OR NOT A 10
- ☐ PULHES INFORMATION MISSING
- ☐ LAST PHYSICAL EXAM MISSING FOR SOLDIERS OVER THE AGE OF 40
- ☐ SOLDIER MAY BE PROMOTABLE BUT DOES NOT REFLECT ON ERB
- ☐ ERB SHOWS SOLDIER IS FLAGGED, HOWEVER SOLDIER IS NOT

DISENROLLED STUDENTS

- ☐ DISCIPLINARY DROPS, NOT ALLOWED TO RETURN FOR NO LESS THAN 180 DAYS
- ☐ MEDICAL AND ADMINISTRATIVE DROPS CAN RETURN THE NEXT CYCLE IF APPROVED BY THE CHAIN OF COMMAND AND THE COMMANDANT